

## CHECKLIST : REGISTRATION FOR E-TENDERING

S.NO		DOCUMENTS SUBMITTED / YES/NO
1	Did you submit the following information for registration: 1) Company's Name: 2) Complete Address: 3) Tel.Nos. & Fax Nos. 4) Mobile No. 5) Contact Person's Name: 6) Contact Person's Designation: 7) E-Mail ID (User ID & Password for NTPC E-Tendering shall be sent to this E-Mail ID. So, Please provide valid & permanent E-Mail ID).	
2	Did you obtain Digital Certificate (Class-IIIB) for participating in NTPC E-Tender.	
3	If not, please visit <a href="https://etender.ntpclakshya.co.in/sap/bc/qui/sap/its/bbp">https://etender.ntpclakshya.co.in/sap/bc/qui/sap/its/bbp</a> start and access "Link to CA sites for digital signature" for information on obtaining / renewing Digital Certificate.	
4	Whether you are Micro & Small Enterprise (MSE).	
5	If so, please furnish copy of NSIC/SSI certificate.	
6	Whether the company is owned by SC/ST Entrepreneur or Women Entrepreneur or SC/ST-Women Entrepreneur or not? If yes, the necessary proof may be provided. The definition of MSEs owned by such categories is given below:	
a	In case of proprietary MSE, proprietor shall be of category being claimed.	
b	In case of partnership MSE, the partners of such categories shall be holding atleast 51% share in the unit.	
c	In case of Private Limited Companies, atleast 51% share shall be held by category being claimed.	
7	Did you submit all the above details by E-Mail at <a href="mailto:rdmpurchase@ntpc.co.in">rdmpurchase@ntpc.co.in</a> (followed by originals through Post / Courier).	
8	Correspondence Address: AGM(C&M-Purchase) Contracts & Materials Dept., 4 <sup>th</sup> Floor, Admin. Bldg., Ramagundam Super Thermal Power Station, NTPC Ltd., PO: Jyothinagar, Dist: Karimnagar – 505215, Telangana	
9	Contact Details: PH: 00-91-8728-272674 / 272645 / 272578 / /272651. FAX: 00-91-8728-272094 / 272656 E-Mail: <a href="mailto:rdmpurchase@ntpc.co.in">rdmpurchase@ntpc.co.in</a>	